Fall BEDS 2007

Overview

Dates to Remember

- September 11, 2007 web site opens
- October 1, 2007 count date
    - Date for student count
- October 15, 2007 Due Date
    - All BEDS forms completed and certified

Fall BEDS Website

- www.edinfo.state.ia.us
- Password protected
  - Separate login & password for each district, AEA and nonpublic
  - Existing passwords still valid
  - New process for changing current password
- Fall BEDS button

Fall BEDS Changes

- Non-licensed staff – Added categories
- Licensed Staff - Updated position and assignment codes
- Staff Verification - New
- Professional Development - Revamped
- Immigrant – Changed Country of Origin to Language

BEDS Reports – AEA

- ## System Level Reports
  - Non-licensed Staff
  - Professional Development
- ## Building Level
  - Licensed Staff
    - Salary
    - Assignment
    - Detail
    - Verification

District Level Forms	Status	Records Found	Records OK
Non-Licensed Staff	NOT COMPLETE	1	0
Professional Development	NOT COMPLETE	1	0

Building Level Forms	Status	Buildings Found	Buildings OK
Licensed Staff Assignment	NOT COMPLETE	4	0
Licensed Staff Salary	NOT COMPLETE	4	0

BEDS Reports – Public Schools

- District Level
  - Non-licensed Staff
  - Professional Development
  - Telecommunications
- Building Level
  - Class Size
  - Licensed Staff
    - Salary
    - Assignment
    - Detail
    - Verification
  - Teacher Full-time Equivalency

District Level Forms	Status	Records Found	Records OK
Non-Licensed Staff	NOT COMPLETE	1	0
Professional Development	NOT COMPLETE	1	0
Telecommunications	NOT COMPLETE	1	0

Building Level Forms	Status	Buildings Found	Buildings OK
Class Size	NOT COMPLETE	1	0
Licensed Staff Assignment	NOT COMPLETE	5	0
Licensed Staff Salary	NOT COMPLETE	5	0
Teacher Full-Time Equivalency	NOT COMPLETE	4	0

BEDS Reports – Non-public Schools

- **Building Level**
  - Curriculum (high schools only)
  - Immigrant
  - ELL Student Count
  - New ELL Student Identification
  - Licensed Staff
    - Salary
    - Assignment
    - Detail
    - Verification
  - Student Enrollment
  - Teacher Full-time Equivalency

Building Level Forms	Status	Buildings Found	Buildings OK
Curriculum	NOT COMPLETE	1	0
Immigrants	NOT COMPLETE	2	0
LEP Student Count	NOT COMPLETE	2	1
Licensed Staff Assignment	NOT COMPLETE	3	0
Licensed Staff Salary	NOT COMPLETE	3	0
New LEP Student Identification	NOT COMPLETE	2	0
Student Enrollment	NOT COMPLETE	2	0
Teacher Full-Time Equivalency	NOT COMPLETE	2	0

Non-Licensed Staff

- **District/System level report**
- **Report contracted staff not listed on Licensed Staff reports**
- **New name for old categories**
  - Paraprofessionals/Instructional Associates
  - District-Wide Administrative Support Staff
  - Building Administrative Support Staff
- **New categories**
  - Nurse
  - Other Student Support Services
  - Other Support Services
  - Other Non-licensed Professionals
  - Other Technical Staff

	White, not of Hispanic Origin		Black, not of Hispanic Origin		Asian or Pacific Islander		Hispanic		American Indian or Alaskan Native		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Paraprofessionals/Instructional associates (paid staff who assist licensed staff with routine activities associated with teaching. Include instructional aides. Exclude volunteer aides.)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	5.0	5.0
Library Media Associates (support staff in the library/media center)	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	10.0	10.0
District-Wide Administrative Support Staff (includes Board Secretary, business office support, data entry, secretarial and other clerical support staff who provide direct support to District/AEA administrators)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	15.0	15.0
Business Manager	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	20.0	20.0
Building Administrative Support Staff (Staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal, including clerical staff and secretaries)	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	25.0	25.0
Social Workers	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	30.0	30.0
Public Transportation	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	35.0	35.0

Social Workers	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	30.0	30.0
Public Transportation	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	35.0	35.0
Operations/Maintenance	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	40.0	40.0
Food Services	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	45.0	45.0
Technology (Network Administrators, programmers, tech support)	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	50.0	50.0
Security	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	55.0	55.0
Nurse	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	60.0	60.0
Other Student Support Services (Professional and supervisory staff providing noninstructional services to students.)	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	65.0	65.0
Other Support Services (Support staff not reported elsewhere.)	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	70.0	70.0
Other Nonlicensed Professionals (Nonlicensed Professional staff not reported elsewhere.)	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	75.0	75.0
Other Technical Staff (Technical staff not reported elsewhere.)	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	80.0	80.0
Totals	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	680.0	680.0

Non-Licensed Staff

- Report staff as Full-Time Equivalent (FTE)
  - Library aide working 40 hours a week = 1 FTE
  - Bus Driver working 20 hours a week = .5 FTE
- Do not report if contract out services
- Do not include staff reported on the Licensed Staff Reports

Professional Development

- Deleted the numbers of professional development days
- Deleted the extra day section
- Content of training
- Dollar allocation

2007-2008 Professional Development

You must click UPDATE to save changes...The GO button does NOT save changes!
Click Update often as you are entering data.

Update   Netscape Print   Help

1.)	What is the district's Professional Development content focus? Check all that apply.	
	☑	Reading
	☐	Writing
	☐	Math
	☐	Science
	☐	Other
		If choice is Other, please specify below:

2.)		Your district's Professional Development allocation for 2007-2008 was $26,933.89. Indicate the amount of funds that will be allocated to the following.
	26933	Salaries/Teacher Time
+	0.89	Substitutes
+	0	Professional Development Materials
+	0	Professional Development Trainers
+	0	Other
		If choice is Other, please specify below:
=	26,933.89	Total Allocations

3.)	Indicate the percent of funds that will be allocated to the following (must total 100%). If a particular activity is part of multiple levels, include the funding in the highest appropriate level.	
	2	Implementation of District Career Development Plans (DCDP)
+	98	Implementation of Attendance Center Professional Development Plans (ACDP)
+	0	Implementation of Individual Professional Development Plans (IPDP)
=	100%	Total

** High Quality Professional Development is defined as activities that target improvements in student learning and achievement. Professional Development priorities must address the Iowa Teaching Standards; career development needs of teachers (District, Attendance Center, and Individual Teacher Career Development Plans); research-based instructional strategies and alignment with the Comprehensive School Improvement Plan student achievement goals. Professional Development should include analysis, theory, classroom demonstration and practice, technology integration, observation, reflection, and peer coaching. The intent of quality professional development is the improvement in instructional practice to effect student learning. Well designed professional development involves teachers in collective learning around district and building priorities and includes collaborative learning opportunities.

This would NOT include items such as mandatory trainings, parent-teacher conference days, teachers preparing in their classrooms, staff orientations, or time spent preparing grades/report cards/lesson plans.

This Record Last Modified: (no record)
For questions regarding this form, please contact one of the following staff:
Email: Marlene Dorenkamp , Phone: (515) 281-5507
Email: Betsy Lundy , Phone: (319) 358-6206

With questions regarding content of this form please contact
Diane Chadwick, by email or phone (515) 281-3718

Telecommunications

- List courses taken via the Internet, ICN, TV, or other form of telecommunications technology
- Do not include ICN courses if the teacher is located at your school for all sessions
- Internet courses days per week – Days scheduled or minimum number of days per week student must work on the course

2007-2008 Telecommunications

Directions: List any courses that will be taken by students in your district via the Internet, ICN, Satellite, IPTV or Other form of Telecommunications during the current school year.

Click the Add button to enter information about the course. If students will not be taking Internet, ICN, Satellite, IPTV or Other Telecommunication courses this year, please check the "none" box and click update.

☐ Check here and click on UPDATE if no telecommunications courses are offered AND taught.

For **each** telecommunications course offered and taught

Please add a record by clicking on the Add button below.

You must click UPDATE to save changes...The GO button does NOT save changes!

[Update] [Add] [Netscape Print] [Help]

COURSE 1	☐ DELETE		
Course Name:	hrll	On-Site Class Size:	o
Number of Classes per Week:	8	Grade Level:	9-12
Primary Origination Site:	AEA	Mode of Transmission	ICN

Comments:

Class Size

- K-3 classrooms only
- Last year's classroom/sections will be shown
- Delete sections no longer offered
- Enter students, teacher and aide FTE for remaining classroom/sections
- Click the Add button to add a new classroom/section
- Enter ½ day kindergarten teacher as a 1 FTE
- Enter multi-grade classrooms as Grade Level "Other"

To add a section, click the "Add" button. A new form will appear. Select the grade from the dropdown menu, fill out rest of the information and click "Update". To delete a section, click the "DEL" box to the far right of the row to be deleted and click update.

The unique identifier is OPTIONAL where there is only one section for a grade level. The unique identifier may be used to reflect local classroom identification. This field allows 3 characters, and must be unique for each grade. For example, some districts use teacher initials.

If a classroom combines grades (e.g., grades 1 and 2), select "Other(specify)" from the grade level drop down list and type the description in the Other Grade Description box (e.g., 1-2). Complete only the columns necessary for each K-3 classroom in the building, unused columns do not need to be filled with zeros, but may be left blank. If your district offers **1/2-day kindergarten, please enter a teacher FTE of at least 1.0 for each section.** This gives the department a more accurate accounting of kindergarten class size.

Do **NOT** combine classrooms or sections for a grade level! If you have 2 sections of a grade, complete 1 row for **EACH** classroom in that grade level.

You must click UPDATE to save changes...The GO button does NOT save changes!

Add | Update | Netscape Print | Help

Grade Level	Other Grade Description	Unique Classroom /Section Identification	Number of Students	Teacher FTE	Aides FTE	Comments	DEL
Kindergarten		3	3	2	0		☐
First Grade			2	2	0		☐
Other			1	1	0	test	☐

For questions regarding this form, please contact one of the following staff:
Email: Marlene Dorenkamp , Phone: (515) 281-5507
Email: Betsy Lundy , Phone: (319) 358-6206

Teacher Full-time Equivalency (FTE)

- Enter teacher FTE by grade level
- Divide specialty teachers (art, music, PE) and special ed teachers among the grades they work with
    - Ex. Full-time PE Teacher for grades 1-5 equals .20 per grade
- PK divided into special ed and regular ed
- Call if the grades displayed for the building are incorrect

2007-2008 Teacher Full-Time Equivalency

You must click UPDATE to save changes...The GO button does NOT save changes!

[Update]   [Netscape Print]   [Help]

Directions: Please indicate the teacher full-time equivalency serving each grade level in this building. Specialty teachers (i.e.- music, art, PE, etc.) and Special Education teachers should be split among the grade levels they serve. Do not report librarians or counselors in the FTE count unless they are teaching a class.

Examples:

A full-time teacher serving grades 9-12 would be counted as .25 in each grade.

A full-time teacher serving grades 6-8 would be counted as .33 in each grade.

If your building serves a grade level not listed below please call the number at the bottom of this form.

This Building has a Total of Zero

☐ Yes, I Verify this is Correct

0109 - Testerville High School

Grade	Teacher Full-Time Equivalency Total
09	0
10	0
11	0
12	0

Licensed Staff

- Reports are building level plus a form for the district/system office
- Include staff licensed through Iowa Board of Educational Examiners
- If staff is licensed but only performs non-licensed duties, report them on the non-licensed staff form
- Include contracted shared licensed personnel if your district holds the contract.
- Complete reports in the following order
    - Salary
    - Detail
    - Assignment

You must click UPDATE to save changes...The GO button does NOT save changes!
Click Update often as you are entering data.

| Update | Netscape Print | Help |

○YES ⦿NO	Salaries include Teacher Compensation Monies
○YES ⦿NO	Salaries include Phase Monies
○YES ⦿NO	Salaries include Professional Development Monies

Records with a checkbox in the Verify column have a 25% difference of salary from the previous year. If that record is correct verify the salary by click the check box.

Delete	Staff Name	Folder	Contract Type	Contract Days	Previous Salary	Regular Salary (including Base, Phase I & II, Teacher Compensation, & Professional Development)	Market Factor Compensation	Extra duty/curricular	Total Current Annual Salary	Verify
☐		361663	Full ▾	220	$35,754		0		$0	
☐		964936	Full ▾	190	$33,859		0		$0	
☐		230038	Full ▾	233	$72,699		0		$0	
☐		196727	Full ▾	190	$30,387		0		$0	**Verified**
☐		335467	Full ▾	190	$47,748		0		$0	
☐		184629	Full ▾	190	$75,000	35,000	0		$35,000	**Verified**
☐		339270	Part ▾	190	$27,500		0		$0	

Licensed Staff Salary

- Staff reported the previous year will be shown
- Delete staff no longer in the district
- Delete staff on a leave of absence for the full year
- Update contract days and contract type
- Salary broken up into 3 parts:
    - Base contract
    - Market factor
    - Extra duty

Licensed Staff Salary

- Do Not include district share of social security, medical insurance, IPERS or other fringe benefits
- Regular Salary
  - Base contract salary
  - Plus Teacher compensation
  - Plus Phase I & II money
  - Plus professional development dollars
  - Minimum full-time teacher salary (contract+teacher comp+phase) for public districts/AEAs is $26,500

Licensed Staff Salary

- Market Factor
  - Market Factor – The portion of salary paid to teachers to compensate for:
    - Geographic Differences
    - Hard-to-staff Schools
    - Subject Area Shortages
    - Improving the Racial/Ethnicity Diversity

Licensed Staff Salary

- Salary Portion for Extra duty/curricular
  - Coaching, sponsor, extended contract, serving as a mentor etc.

- Salary questions
  - Is Phase included
  - Is Teacher comp included
  - Is Professional development included

- Verification added for salary increase/decrease

Licensed Staff Detail

- Add new staff
  - Navigate to the primary building where staff will be added
  - Click Add button
  - Enter SSN or folder number and click Query
  - Detail form will open
    - If staff taught last year some information will be displayed
    - If staff is new to Iowa or teaching form will be blank
    - Enter all items
    - Must enter salary information

Building Staff: Abba, John D [Select]

INDIVIDUAL INFORMATION

Last Name:	Abba	First Name:	John D
Folder:	909090	Social Security Number:	Confidential
Birth Month:	01	Birth Year:	1972
Gender:	Male	Race/Ethnicity:	Asian or Pacific Islander
Contract Type:	Full-Time	Contract Days: (not to exceed 260)	250
Base Contract Salary(Including Phase I II, Teacher Compensation, & Prof. Dev.):	27,000	Market Factor:	
Salary Portion for Extra duty/curricular:		Total Current Annual Salary:	27,000
Previous Salary:	$0		
Degree:	Bachelor's	Primary Building:	Testerville High School 0109

Undergraduate Major 1:	Undergraduate Major 2:	Undergraduate Major 3:	Undergraduate Major 4:
Engineering 42	None or Select...	None or Select...	None or Select...

Graduate Major 1:	Graduate Major 2:	Graduate Major 3:	Graduate Major 4:
None or Select...	None or Select...	None or Select...	None or Select...

The following fields relating to experience are calculated annually by the Department of Education.
They do not require updating unless a field is in error.

Total Years of Professional Experience Completed:	0	District Experience Completed:	0

Licensed Staff Detail

- Update degrees, majors and name changes
- Total and district experience will be updated by the DE
- Move staff to new buildings with in the district
  - Primary building – select new building

Licensed Staff Detail

- Assignments from the staff verification process will be shown
  - Update assignments and grade levels taught
  - Include all licensed assignments for 2007-2008
    - Delete assignments not longer covered
    - Click Add assignment to include new duties
    - Enter assignment code or use assignment dropdown list
    - Up to 10 assignments may be included

		ASSIGNMENT INFORMATION		

Update   Add Assignment

DEL ☐   **Position:** Regular Education Teacher ▾   **Assignment Code:** 6033

(6033)General Elem Classroom ▾

Grades:

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
☐	☐	✔	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

For questions regarding this form, please contact one of the following staff:
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Email: Betsy Lundy , Phone: (319) 358-6206

Licensed Staff Assignments

- May see error messages
  - Updated position codes
  - Updated assignment
- New codes posted on DE website
  - http://www.iowa.gov/educate/content/view/39/908/1/1/

2007-2008 Licensed Staff Assignment

[Help]

You have errors. Click the **Staff Verification** button to fix.

[Staff Verification]

Red Records below have Invalid Position or Assignment Codes.

Yellow Records below contain errors or missing information.

Status
* **PA=Invalid Position or Assignment code**
* **E=Endorsement**
* **S=Special Ed**
* **AT=At Risk**

Staff Member	Position	Position Code	Assignment	Assignment Code	Grades	Status
	Special Education Consultant	738	**Visual Imp**	80-09	7,8	
	Regular Education Teacher	728	**Eng\Lang Arts**	60-09	7,8	
	Invalid			80-04	6,7,8,9,10,11,12	PA,S
	Invalid		**Guidance**	70-08	6,7,8	PA

Licensed Staff Verification

- Similar to the Staff Verification process just finished for 06-07

- Highly Qualified Teachers
  - Crosscheck of assignment with license/endorsement
  - Special Education HQT
  - At Risk

Licensed Staff Assignments

- HQT Endorsements
  - Checks staff person's endorsements against the endorsement required by BOEE for the assignment

Assignment information for

[Add Assignment]

Warning ! You have Sped or Atrisk Questions Below unanswered. Click edit to the assignment to answer.

	ASSIGNMENT INFORMATION			
	Assignment information	Endorsements for Assignment		
[Edit]	**Position:** (736)Early Childhood	**Assignment Code:**	(8009)Visual Imp	[Delete]
	SPED question not answered			

Grades:	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
	☐	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐

Endorsements

Code	Description
102	K-6 Teacher Elementary Classroom
198	K-8 Mildly Disabled
209	5-12 Learning Disabilities
221	K-8 Multicategorical Resource Mild
222	5-12 Multicategorical Resource Mild
260	K-8 Instructional Strategist I: Mild/Moderate
261	5-12 Instructional Strategist I: Mild/Moderate

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address https://www.edinfo.state.ia.us/fb/staff_assoccodes.asp?c=8009   Go   Links

GO button does NOT save changes!

Query

close

for

Licensee must have at least one of the following endorsements at the appropriate grade level to meet the assignment requirement.

Code	Title
267	Birth-21 Visually Impaired
217	PK-K Visually Impaired
218	K-8 Visually Impaired
219	5-12 Visually Impaired
223	PK-K Early Child Special Education
220	Visually Impaired Itinerant
967	Letter of Authority - Early Childhood Special Education

nwered. Click edit to the assignment to answer.

INFORMATION

ents for Assignment

nment Code: (8009)Visual Imp   Delete

6	7	8	9	10	11	12
☐	☐	☐	☐	☐	☐	☐

Done   Internet

102	K-6 Teacher Elementary Classroom
198	K-8 Mildly Disabled
209	5-12 Learning Disabilities
221	K-8 Multicategorical Resource Mild
222	5-12 Multicategorical Resource Mild
260	K-8 Instructional Strategist I: Mild/Moderate
261	5-12 Instructional Strategist I: Mild/Moderate

Assignment information for

[Update] [Abandon]

		Check if working with DE ☐
	Assignment information for [_____]	Check to Verify OK ☐

	Position:	(736)Early Childhood ▾	Assignment Code:	(8011)Early Childhood Spec Ed ▾	

What Delivery system do you use? Check all that apply.
☐ Consultative
☐ Core content delivered in Special Education Classroom
☐ Core content delivered in Special Education Classroom with alternate assessment

Grades:	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
	☐	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐

Licensed Staff Assignments

- Special Ed HQT
  - Special Ed instructional assignments require checking delivery system used
    - Consultative
    - Core Content delivered in Special Education Classroom
    - Core Content delivered in Special Education Classroom with Alternate Assessment

- At Risk Assurance
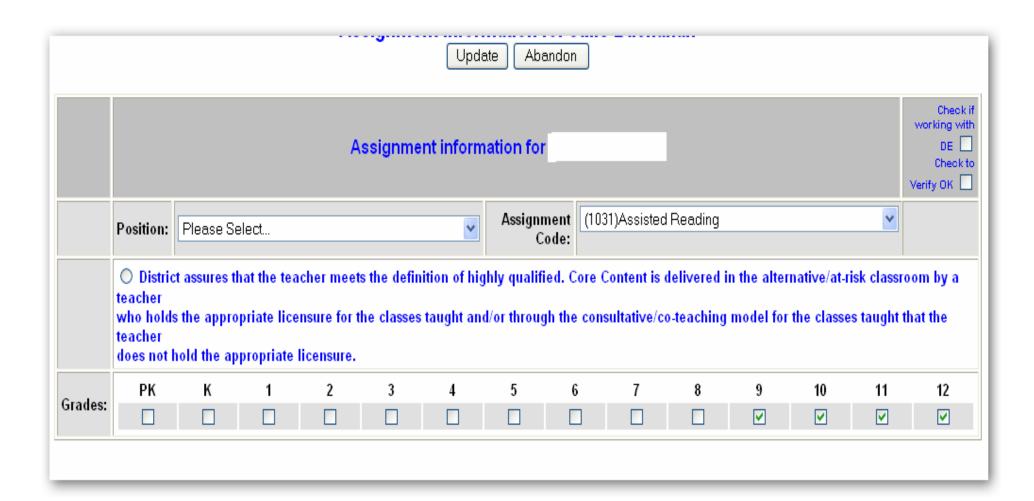 - Check box for At Risk teachers and Alternative Schools
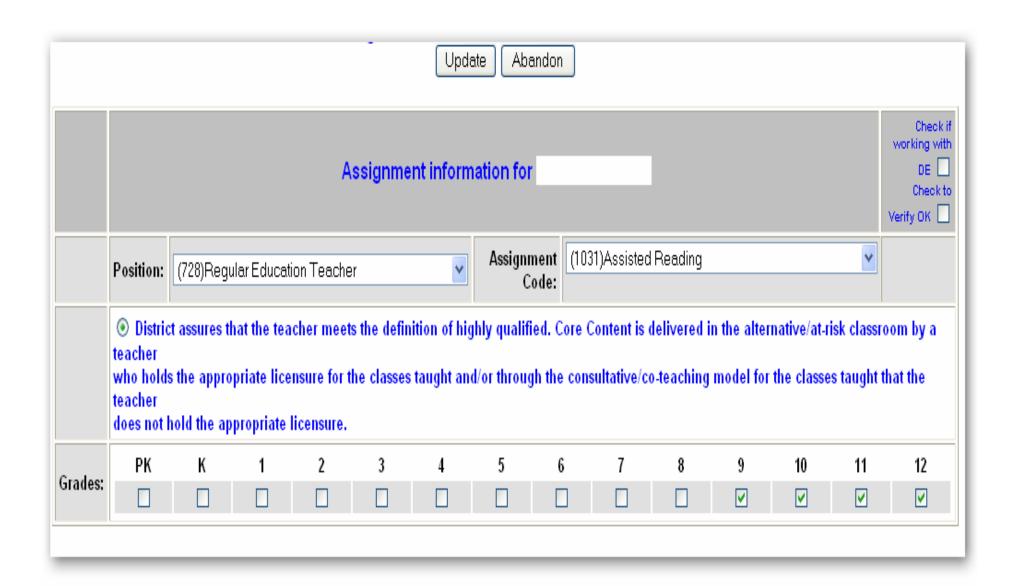
<div align="center">

Add Assignment

Error! You have invalid position or assignment codes. Click Edit to fix.
Warning ! You have Sped or Atrisk Questions Below unanwered. Click edit to the assignment to answer.

</div>

	ASSIGNMENT INFORMATION			
	Assignment information	**Endorsements for Assignment**		
Edit	**Position:**	(728)Regular Education Teacher	**Assignment Code:** (1001)Eng/La I -9th	Delete
	Assurance checked			

Grades:

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑

	Assignment information	**Endorsements for Assignment**		
Edit	**Position:**	**INVALID**	**Assignment Code:** (1031)Assisted Reading	Delete
	Assurance not checked			

Grades:

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑

Endorsements

Code	Description
20	Teacher Secondary (7-12)
120	5-12 English/Language Arts
149	5-12 Reading

| Update | Abandon |

Check if working with DE ☐
Check to Verify OK ☐

Assignment information for [blank]

Position: Please Select... ▼

Assignment Code: (1031)Assisted Reading ▼

○ **District assures that the teacher meets the definition of highly qualified. Core Content is delivered in the alternative/at-risk classroom by a teacher who holds the appropriate licensure for the classes taught and/or through the consultative/co-teaching model for the classes taught that the teacher does not hold the appropriate licensure.**

Grades:

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑

| Update | Abandon |

Assignment information for _____

Check if working with DE ☐

Check to Verify OK ☐

Position: (728)Regular Education Teacher ▾

Assignment Code: (1031)Assisted Reading ▾

◉ **District assures that the teacher meets the definition of highly qualified. Core Content is delivered in the alternative/at-risk classroom by a teacher**
who holds the appropriate licensure for the classes taught and/or through the consultative/co-teaching model for the classes taught that the teacher
does not hold the appropriate licensure.

Grades:	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑

<div style="text-align: center;">

Add Assignment

</div>

	ASSIGNMENT INFORMATION		
	Assignment information **Endorsements for Assignment**		
Edit	**Position:** (728)Regular Education Teacher	**Assignment Code:** (1001)Eng/La I -9th	**Delete**
	Assurance checked		

Grades:

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑

	Assignment information **Endorsements for Assignment**		
Edit	**Position:** (728)Regular Education Teacher	**Assignment Code:** (1031)Assisted Reading	**Delete**
	Assurance checked		

Grades:

PK	K	1	2	3	4	5	6	7	8	9	10	11	12
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑

Endorsements	
Code	**Description**
20	Teacher Secondary (7-12)
120	5-12 English/Language Arts
149	5-12 Reading

2007-2008 Licensed Staff Assignment

Help

Wait one business day to process errors.
Come back tomorrow to see if your 'Approved Assignment' button is available to approve assignments.

Staff Member	Position	Position Code	Assignment	Assignment Code	Grades	Status
Doe, Jane A	Regular Education Teacher	728	Accounting	02-07	9	AT
			Assurance checked			
	Coach	699	Coach	90-01	9,10,11,12	
	Early Childhood	736	Music, Vocal	11-30	9,10,11,12	
Doe, Jane B	Regular Education Teacher	728	Social Sciences & History	27-00	9,10,11,12	AT
			Assurance checked			
Doe, Jane C	Regular Education Teacher	728	Accounting	02-07	9,10,11,12	AT
			Assurance checked			
sdf, sfsdf	Regular Education Teacher	728	Earth Science	17-01	10,11	E,AT
			Assurance checked			

Licensed Staff Assignment

- Check that all teachers and licensed administrators are listed
- Check that assignments are current for the 2007-2008 school year
- HQT
  - Overnight processing is required
  - Check back the next business day to make sure no other issues have popped up
  - When all issues are cleared the approve assignments button appears
- Click Assignment Approval to complete the staff update
- Call to "Un-approve" the Assignments if changes need to be made

Student Enrollment

- Non-public school form
- Number of students by grade level, gender, and race/ethnicity
- Include special education students at grade level
- Count date October 1, 2007

Immigrant

- Non-public school form
- Immigrant child means a student who:
  - Was not born in any of the 50 States, the Commonwealth of Puerto Rico or District of Columbia;
  - Is ages 3 through 21; and
  - Has not been attending school in the States for more than 3 full academic years.
- Enter number of students by language and grade level

Iowa Department of Education

2007-2008 Immigrants

[Update]   [Abandon Add]   [Help]

Language	Grade Level									
	K	1	2	3	4	5	6	7	8	SE
Please Select...										

For questions regarding this form, please contact one of the following staff:
Email: Marlene Dorenkamp , Phone: (515) 281-5507
Email: Betsy Lundy , Phone: (319) 358-6206

English Language Learner (ELL)

- Non-public school forms
- Limited English Proficient (LEP)/English Language Learner (ELL)
  - A student who has a native language other than English and whose proficiency in English is such that the probability of the student's academic success in an English-only classroom is below that of an academically successful peer with an English language background.

English Language Learner (ELL)

- LEP/ELL Student Count
  - Number of LEP/ELL students by language and grade level
  - Number of LEP/ELL students receiving some instruction in their native language
- New LEP Student Identification
  - Number of new ELL students by grade level and test used to identify students as ELL
  - Number of ELL students by grade level and English language proficiency

Curriculum

- Non-public high school form
- Curriculum divided into 10 program areas
    - 1. Language Arts
    - 2. Fine Arts
    - 3. Foreign Language
    - 4. Health
    - 5. Mathematics

    6. Science
    7. Social Studies
    8. Vocational
    9. Physical Education
    10. Other

Curriculum

- Courses will be represented by NCES course code
- Courses reported previous year will be displayed
- Delete courses not offered in 2007-2008
- Enter number of males & females enrolled in the remaining courses
- Include new courses for 2007-2008
  - Move to the program area for the new course
  - Click the Add button for a blank course
  - Enter course information
- Include courses offered both first and second semester

Certification

- All forms status of complete
- Certify button appear
- Date and time stamp when certified
- Forms browse only

Questions?

- Marlene Dorenkamp 515-281-5507
- Betsy Lundy 319-358-6206